



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Administrative Services Coordinator

Job ID: 232434710303

Campus: Eagle Pass

Closing Date: May 31, 2024

Job Duties: Responsible for a variety of highly complex, and sensitive administrative and duties in support of the Vice President of Eagle Pass Campus. Responsible for clerical duties, maintaining calendar, room scheduling for courses, classroom availability and maintaining record of keys. This position processes the routine administrative duties not requiring the immediate attention of the Vice President of Eagle Pass Campus. Provides administrative and operations support and management. Serve as a primary point of contact for students, staff, families and all inquiries via in-person, phone, and written communication. Coordinates annual events and college activities. Maintain office equipment and supplies and purchasing for staff and faculty. Develop and revise departmental informational materials. Act as an international student, front-line, dual credit and Testing Center liaison for faculty, staff, students and public. Assists with admissions, registrars, and business office. Work rules, code of conduct and other policies are part of the essential functions of the job. Assists with other duties as assigned by VP. Must possess the ability to communicate effectively with students, college personnel and the public.

Salary: Commensurate with education and experience. Twelve-month position contingent upon funding. Professional Schedule Group II.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree preferred or comparable training or experience.

Experience & Training: Experience working in an administrative office in an educational environment preferred. Requires at least three years' experience in a computerized office environment that includes demonstrable use of Microsoft Office Suite in particular, Access for database management. Experience with Colleague and other higher education software will be considered a plus.

Additional Preferred Qualification Requirements: Requires discretion and specialized knowledge. Proficient organizational and communications skills. Work independently with minimal instruction or supervision. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Must have a desire to learn and improve, with a strong sense of responsibility and initiative, and the ability to prioritize and organize tasks carefully and accurately. Some weekends and evenings may be required. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid driver's license and be insurable through SWTJC insurers. Travel is required to other geographic locations served by the college.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, including gender, gender identity, pregnancy and sexual orientation, age, disability or genetic information, and veteran status.

An Affirmative Action/Equal Opportunity Institution